

UNCLASSIFIED POSITION ANNOUNCEMENT

STATE OF NEVADA DIVISION FOR AGING SERVICES

DEPUTY ADMINISTRATOR Las Vegas, Nevada

The Division for Aging Services is seeking qualified applicants for the position of Deputy Administrator. This position is in the unclassified service and is appointed by and serves at the pleasure of the Division Administrator.

RESPONSIBILITIES:

As one of two deputy administrator positions, this position is responsible for leadership and for providing programmatic and fiscal oversight to the statewide Elder Rights Unit and Resource Development Unit. Responsibilities include:

Direct, through subordinate managers, the administrative and technical activities of assigned programs to include the interpretation of federal and state laws and regulations; development and implementation of state plans, policies and procedures; monitor state and federal program goals; ensure effective and timely delivery of quality service to clients. Assist in the development of program and operating budgets; develop cost estimates and justifications for new or expanded programs; present proposed agency budget to the Budget Division and the legislature, as assigned; monitor revenue and expenditures plans and recommend alternatives for program operations in shortfall situations. Draft agency-proposed legislation and prepare fiscal notes; research and analyze legislative proposals from outside entities for fiscal and operational impact; provide testimony to the legislature, as directed. Supervise subordinate managers, professional and support staff. Act on behalf of the Division Administrator, as directed. Statewide travel required.

PREFERRED QUALIFICATIONS:

Bachelor's degree from an accredited college or university in social science, human services, public health, public or business administration or closely related field and five years of supervisory/management experience relevant to administering comprehensive senior programs and grants management. The required experience should include at least three years of management experience in a comprehensive social service organization with responsibility for strategic planning, policy development and implementation, program evaluation, budget development and supervision of diverse professional staff.

SALARY: To \$88,740 (employee/employer-paid retirement plan). Comprehensive benefit package.

TO APPLY: Please submit a résumé which details your employment history, names and addresses of employers, responsibilities to include the nature and size of the organizations/programs administered, salary history, reasons for leaving, and professional references to:

Mildred White, Personnel Technician
Division for Aging Services
3416 Goni Road, Suite D-132
Carson City, NV 89706
Telephone: 775-684-4210
Fax: 775-687-4264
E-mail: mwhite@aging.nv.gov

Résumés will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

Candidate's Name: _____
(please print)

ADDENDUM
APPLICATION FOR UNCLASSIFIED POSITION

Nepotism

State regulations preclude, in most cases, the appointment of a person who will either be the immediate supervisor of relatives or the immediate supervisor of someone with whom he/she has a dating relationship or who will be in the direct line of authority. Relatives include: spouse, children, parents, siblings and corresponding in-law relationships, and aunts, uncles, nieces, nephews, grandparents, grandchildren or first cousins.

Are you currently related, as outlined above, to anyone in the Department of Health and Human Services?

___Yes ___No

Indicate related person(s) name, relationship, job title, and division in which he/she works.

Criminal Convictions/Traffic Violations

Have you ever been convicted of:

- (1) A misdemeanor, gross misdemeanor or felony (excluding juvenile adjudication)?
- (2) A moving traffic violation within the last five years?

If yes, detail the date(s), time(s), location(s) and circumstances, and dollar amount of fine(s). Include any conditions of parole and/or probation, if applicable. Moving traffic violations will only be considered if driving a vehicle is a job requirement. A criminal conviction is not an automatic bar to employment. Each case is considered on its individual merits.

I understand as a condition of employment, I must undergo a criminal history background check and pay the cost (approximately \$45 and the cost of rolling prints).